



*Elmley Dray
School*

Exclusion Policy

Introduction

Exclusion is the formal sending home of a student from school for disciplinary reasons. An exclusion can be permanent or a fixed-term suspension. A student is not allowed in school while they are excluded.

Elmley Dray School may use temporary part-time timetables in particular circumstances, such as gradual reintegration or medical needs. We recognise that part-time timetables must only be used in exceptional circumstances.

Reasons for Exclusion

The school can only permanently exclude a student:

- In response to a serious breach or persistent breaches of the school's behaviour policy; and
- Where allowing the student to remain in school would seriously harm the education or welfare of the student or others.

A fixed-term suspension can be issued for a set number of days, up to a maximum of 45 days in a school year.

Making the Decision to Exclude

Before deciding to exclude, the Headteacher will:

- Take account of the student's views, often with support from the emotional wellbeing team.
- Consider any contributing factors, such as bereavement, mental health issues, or unidentified SEND.

- **Restrictive Interventions:** If the exclusion follows an incident involving the use of reasonable force or seclusion, the school will verify that the statutory duty to notify parents/carers of the intervention was met on the same day the incident occurred, in accordance with the April 2026 Statutory Guidance.

Internal Suspensions and Seclusion

In line with the 2026 National Framework, the school distinguishes between disciplinary and safety interventions:

- **Internal Suspension:** A supervised, time-limited disciplinary measure where the student works in a separate area of the school. This is focused on continued learning and reintegration.
- **Seclusion:** A non-disciplinary safety measure used only as a last resort to manage immediate risk of harm. It is not a punishment, and the student will be supported to return to their learning environment as soon as it is safe to do so.

Duty to Provide Education

For the first five days of any suspension, the school has a formal duty to set and monitor schoolwork for the student. For students with SEND, this work will be appropriately **personalised** and adjusted to ensure it remains accessible. From the sixth day of an exclusion, the placing authority or school must provide suitable full-time alternative provision.

Notification of an Exclusion

The Headteacher will notify parents without delay. This notification will include:

- The reasons for the exclusion.
- The period of a fixed-term suspension or the fact that it is permanent.
- The parents' right to make representations to the Directors and Governors.
- How the student can be involved in the process.

The Role of Directors and Governors

The Directors and Governors will review exclusions of a certain length or those that are permanent.

Independent Review Panel (IRP)

If the Directors uphold a permanent exclusion, parents have the right to request an Independent Review Panel. Parents may also request a SEND expert to attend the

hearing to inform the panel of how the student’s needs may be relevant to the exclusion.

Rights and Responsibilities

The following table outlines the rights of parents and the responsibilities of the school based on the length of exclusion:

- **5 days or fewer:** Parents have the right to make written representations. Directors will review the decision within two days.
- **5.5 to 15 days:** Parents can request a meeting with Directors.
- **More than 15 days or Permanent:** Directors and Governors must meet within 15 school days to review the decision.
- **Missing a Public Exam:** Directors and Governors must meet on the day of the exclusion decision. Reinstatement may be allowed specifically for the exam.

Monitoring and Review

This policy will be reviewed annually by the Headteacher and approved by the Director/s.

Version control - Approval and review

Version No.	Reviewed By	Approved By	Approval Date	Main Change	Review Period
1	Emily Hollis	Hayley Furnell	September 2024	Initial policy approved	Annually
1.1	Emily Hollis	Hayley Furnell	August 2025	Annual review	Annually
2	Emily Hollis	Hayley Furnell	1 April 2026	Updated to reflect April 2026 Restrictive Interventions Guidance, same-day reporting duties, and the formalisation of internal suspensions	Annually



Hayley Furnell, Director,
on behalf of the Elmley Dray School

Dated: 1 April 2026

Next review: 1 April 2027